



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

Manager for Strategic Communications, Sandy Recovery Unit
(Communications Manager)

Unclassified Appointment
(Interim Appointment expires September 30, 2017)

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Manager, Strategic Communications to oversee the effort to keep the public informed of the progress of the recovery effort in general, and the impacts of expenditures of CDBG-DR funds. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0023	ISSUE DATE:	March 28, 2013
TITLE:	Manager for Strategic Communications, Sandy Recovery Unit	CLOSING DATE:	April 5, 2013
DIVISION / UNIT:	Office of the Commissioner	SALARY RANGE:	\$90,000 - \$100,000
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	NATIONWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the division Director of the CDBG Disaster Recovery Unit the Manager for Strategic Communications is responsible for overseeing the effort to keep the public informed of the progress of the recovery effort in general, and the impacts of expenditures of CDBG-DR funds specifically. The Manager for Strategic Communications handles all media interaction at the direction of the Director and the Commissioner of the Department of Community Affairs. The Manager for Strategic Communications drafts official statements, provides content to the recovery website, writes speeches, and develops and provides quality checks on public documents and reports on recovery activities of DCA and partner agencies.

REQUIREMENTS:

EDUCATION:

Bachelor's degree in Communications, Journalism or related field required. Master's degree preferred.

EXPERIENCE:

Five to seven years of experience in website publishing, and/or communications. Must be familiar with content management systems, search engine optimization and social media. Must be able to write and produce content.

The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0023
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer